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Resulted from a
request from Bob

(It was
largely taken from
the sample RRP.)

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TYPES OF CIA RECORDS
REQUIRING
PERMANENT RETENTION

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The types of records that document the mission, function, and organization of the Central Intelligence Agency, and should be retained permanently, are listed under four general categories: I - Executive Direction, II - Program Management, III - Program Production, and IV - Operational Records. The various types of records under each category include:

CATEGORY I - Executive Direction for CIA

I-A. Copies of public laws, executive orders, and directives from higher authority; interagency agreements; internal and external interpretations and rulings; appointment actions and delegations of continuing authority as well as revocations thereof that define or affect the Agency mission and functions. Records created in preparation of the foregoing documents and those resulting from their receipt should be preserved.

I-B. Documentation of those relations with Congress, the White House, Executive Offices, and other Intelligence Agencies, both domestic and foreign, that concern the preparation, initiation, management, effectiveness, and alteration of the programs in which the Agency participates. Included in these records will be briefing and presentation records along with 8" x 10" photo reproductions of any oversized charts, graphics, or visual aids used.

I-C. Documentation relative to the development and implementation of plans and policy basic to the organization, executive direction, and administration of the Agency complex.

I-D. Agenda and minutes of meetings of inter-agency, intra-agency, and any extra-governmental boards, committees, or sub-committees in which the Agency participates. Included with these records is a record copy of any reports or documents created as a result of the meeting.

Unofficial minutes?

CATEGORY II - Program Management of CIA Activities

II - A. A master set of formal internal directives (including those superseded) for all Agency components in Headquarters or the Field. These directives may be called regulations, notices, handbooks, orders, administrative instructions, memorandums,

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standard operating procedures, manuals, book dispatches, notice dispatches, bulletins, circulars, etc. These directives relate to such subjects as organization (including organization charts), administration, research, development, collection, dissemination, report writing, operations, and other functions of the Agency. Also included among these are publications that contribute to an understanding of the mission, organization, and functions of the Agency. The foregoing applies to all directives whether created at Headquarters or in the Field.

II - B. Agenda and minutes of staff meetings, records of conversations, or daily diaries at the various hierarchical organizational levels of the Agency whether held at Headquarters or in the Field.

This should be restricted to higher levels only.

II - C. Special reports and records of studies, surveys, and audits of operations, management systems, evaluations of programs, and the like.

Just subject.

II - D. Correspondence files of the Director, the Deputy Directors and their executive office, Office Directors, Staff Chiefs, field stations, and other heads of Agency organizational components. (to what level?)

II - E. Subjective files relative to program planning, requirements, contracts, finance, project development and implementation, technical analysis and systems development, and program development and management.

II - F. Narrative and statistical reports of accomplishments at the Directorate, Office, Division, Staff, and Branch or other major organizational level. This applies to reports created at Headquarters or in the field.

How far down the organizational hierarchy need we go?

II - G. Narrative accounts of the history of the Components of the Agency

CATEGORY III - Program Products of CIA Activities

questionable

III-A. One official record copy of any disseminated information report, field report, evaluated report, controlled published study, bulletin, survey, map, mission report, external research report, or report in any other titled series used to indicate recorded intelligence. This also includes any instructions prepared to show how the report is to be used. This applies to those reports received from foreign governments as well.

Does this include cable traffic?

This requirement is questionable, in my view.

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III-B. One official record copy of any altered or sanitized version of reports exchanged. This applies to both those forwarded to or received from foreign governments.

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CATEGORY IV - Operational or Functional Records of CIA

(Any record that documents the functions, ^{operation, & activities} of the Agency components falls under this category and should be listed as a key document. The functions of the various components are too numerous to list here, but any person using this guide can refer to the series for the functions of his component.)

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